

STILLINGFLEET PARISH COUNCIL issued on 8 December

**OFFICIAL NOTICE OF AN ORDINARY MEETING OF
STILLINGFLEET PARISH COUNCIL
TO BE HELD AT 7.00pm ON THURSDAY 14 DECEMBER 2023 IN THE
VILLAGE INSTITUTE**

Chairman: Cllr Juan Brooks
Clerk/RFO: Ruth Swales, Brookfield, The Green Stillingfleet YO19 6SG
clerk@stillingfleetparishcouncil.org

Meetings are open to the Press and Public except for any item labelled as part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1.

- Any elector is entitled to attend this meeting and is invited to raise any concerns, questions or suggestions in the time set aside for public participation. The time limit for any such public participation is set at 15 minutes.
- Press and public may not speak when the council is in progress; when councillors are discussing council business nor when councillors are in the process of decision making.
- Listeners may however speak at the end of the meeting (for information only).
- Decisions cannot be made at this meeting on items not on the agenda.
- Councillors, Clerk, public and press are requested to sign the attendance sheet.

Councillors are summoned to attend this meeting of the Parish Council (detailed above) and to consider and resolve the business to be transacted on the agenda below.

A G E N D A

- 23042 **Welcome and Apologies:**
Chair to welcome all present to the meeting; to note any apologies from councillors who are unable to attend; to consider the reasons for absence provided and RESOLVE the Council's acceptance of these if felt relevant.
- 23043 **Public Participation:**
To receive any questions or concerns from members of the public.
- 23044 **Declarations of Interests:**
To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
- 23045 **Minutes from previous meeting:**
To RESOLVE to approve the minutes of the Parish Council meeting held on 5 October 2023 and the Village Green Committee meeting held on 9 November. If approved the Chairman to initial and sign as a true record.
- 23046 **Matters Arising from the previous meetings:**

To receive information on the following ongoing issues and decide further action where necessary:

23046.1 Green Management:

- i) To consider the quote (s) obtained from the Lower Derwent Conservation Group (and the IDB) re the spot spraying service they can provide and approve a budget of up to £300 for this work to be undertaken (by virtue of the power contained within the Public Health Act 1875, S164 and the Local Government Act 1972 Sch14 para 27). (Appendix 1)
- ii) Recognising the PC's concern for climate change and its commitment to promoting biodiversity, to RESOLVE that the Green will continue to be managed in accordance with requirements of the Higher Level Environmental Stewardship Scheme.

23046.2 Car Parks:

- i.) To consider and approve a budget of up to £750 to enable the re-surfacing of the Church/VI car park (opposite Dales Court) (by virtue of the power contained within the Road Traffic Act 1984, S57).
- ii.) To consider and approve the instigation of the parking permit scheme for the Church/VI car park (Occasional use Permit attached as appendix 2) and decide whether to make a charge for such a permit.
- iii.) To consider and approve a budget of up to £100 for proposed signage and fixings for the car park and Resident Permit hangers (by virtue of the power contained within the Road Traffic Act 1984, S57).
- iv.) To RESOLVE to arrange for the scraping of the grasscrete on the Chapel car park and the trimming of the boundary to better delineate the edges.

23046.3 Playground:

- i.) To consider the quotes received from rospaplaysafety (£255 + VAT) and playinspections.co (£175 + VAT) and approve the appointment of an inspector to undertake the annual inspection of the playground (by virtue of the power contained in the Local Government (Miscellaneous Provisions) Act 1976, S19.)
- ii.) To consider the grass cutting requirements for the playground for 2024 and approve a contract for Meticulous Gardens to undertake a monthly cut between March and October at a cost of £70 + VAT per cut

23046.4 Speeding Concerns:

- i.) To receive an update from Cllr Foy regarding the request that NY resurrect the application for a Community Speed Watch initiative in our village.
- ii.) To note that Highways have confirmed that they are raising a lagan (on their CRM system) to consider the Council's request that white lines are painted and mirrors erected on the junction of Moor Lane with the Kelfield/Riccall road.

23046.5 Affordable Housing:

To note that after making contact with the relevant landowner of the plot behind the previous Service Station Matthew Brown (MB) has received no response and has therefore unfortunately assumed that there is no desire to release part of the land for affordable housing delivery. MB has advised that

as no additional sites were identified as part of the parish walkabout, for the time being an affordable housing development in Stillingfleet has been placed on hold until potential additional land opportunities are available. The Housing Need Survey is valid for a period of 5 years, so there are still a number of years for any possible affordable housing delivery in the future.

23046.6 **Local Community Transport Service** for the village.

To ascertain whether interest has been forthcoming in residents volunteering as drivers for the 'Up for Yorkshire' Community Transport service.

23047 **Planning Matters:**

23047.1 **North Yorkshire Local Plan:**

- To note that NYC has commenced consulting on its Statement of Community Involvement, the first stage of the Local Plan process which involves setting out how and when NYC will engage with communities and other organisations. To note that should the Planning Committee wish to respond to this consultation submissions are required by 22 December.
- To note NYC has also been consulting on their draft Housing Strategy which includes references to the potential new town of Heronby and to ascertain whether the 'Halt Heronby' group has submitted anything to this consultation to reaffirm the strength of objection to this new town in our local villages.
- To receive an update from Cllr Cattanach (via Cllr Brooks) regarding his expectations under the NYC Local Plan.

23047.2 To note receipt of the following **planning applications:**

(Any planning applications may be viewed online at www.northyorks.gov.uk under each reference no.). :

- Further consultation regarding the demolition of the existing bungalow and the erection of a new four bedroom dwelling at Charnwood, York Road (ref ZG2023/0541/FUL).
- Application to increase the height of the existing garden wall along the York Road frontage at the Old School House, The Green (ref ZG2023/1127/HPA).
- Application to replace the clay tiles to the north aisle roof with terne-coated stainless steel at St Helen's Church (Ref ZG2023/1204/FUL).

23048 **ByeLaw Field:**

To note that the tenant of the ByeLaw Field has suggested that the two kissing gates accessing the footpath across the ByeLaw Field need replacing and he has quoted £575 each as the cost of replacement.

Council to consider whose responsibility it is to arrange/pay for such replacement and decide upon next steps and whether any predicted expenditure needs including in 2024/25 budget.

23049 **Biodiversity Duty:**

To note the Parish Council's duty to conserve and enhance biodiversity and consider what the PC can commit to do to fulfil this requirement.

23050 **Media Policy:**

To note that one of the requirements for achievement of the foundation level of the Local Council Award Scheme is that the Council has adopted a Media Policy

To consider and RESOLVE to adopt a Media Policy (appendix 3).

23051 Local Council Award Scheme:

To consider the Council's application for the foundation level of the Local Council's Award Scheme and **RESOLVE** that all documentation and information is in place for this application to be submitted. (Appendix 4)

23052 Clerk's Salary Review:

To consider the recently approved 2023/24 national salary scale for parish council clerks which is to be backdated to 1 April 2023 and approve an increase in the Clerk's hourly rate accordingly. (Appendix 5 - Clerk's salary range is set at pay band LC1 above substantive – scale point 15).

23053 Financial Matters:

23053.1 Internal Control:

To receive a report from Cllrs Daniel and Foy regarding the completion of the half yearly internal control check as at 30 September.

23053.2 Audit Plan:

To consider and approve the audit plan for implementation from January 2024. (Appendix 6).

23053.3 Recent receipts:

To note the receipt of the following funds:

21.9.2023	VAT refund from HMRC	£431.20
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23053.4 Closing balances as at 30 November 2023:

To note the following closing balances:

Parish Council current account	£ 8,990.61
Parish Council NS& I account	£ 243.44

23053.5 To consider and approve the payment of the following invoices:

Invoice date	Details	VAT	Amount (inc VAT)
8.10.2023	Meticulous Gardens Ltd – playground grass cutting		£70.00
14.12.2023	Ruth Swales – reimbursement for purchase of Remembrance Tommy Lamp post signs and remembrance wreath – by virtue of the power contained in S137 of the Local Government Act 1972	£8.60	£75.57
11.9.2023	Purely Payroll (September/October)		£12.05
3.11.2023	YLCA re training day		£70.00

14.11.2023	Ruth Swales – reimbursement for ILCA registration fee paid to SLCC	£24.00	£144.00
14.12.2023	To note the payment of the Clerk’s salary and tax for September/October in accordance with the contract		

23053.6 Predicted year end Budget Monitor:

To review the predicted outturn for year ending 31 March 2024 against the 2023/24 budget and consider the explanation of any projected material variances (i.e. greater than £100 or 15% above/below budget). (Appendix 7)

23053.7 2023/24 Budget and fixing the precept:

To consider and approve the annual budget proposals for 2024/2025 (Appendix 7).

23052.8 Precept arrangements 2024/25:

To note the advice of precepting arrangements for the financial year 2024/25 and receipt of the Parish precept calculator which has been populated with Stillingfleet’s data. (Appendix 8, 9) and RESOLVE to fix the precept to be levied for the ensuing financial year.

23053.9 Predicted Reserves:

- To consider the Council’s predicted reserves as at 2023/24 year end and how application of the Council’s reserve policy could impact on both the general reserve and any ear marked reserve. (Appendix 10).
- Recognising the potential impact on the 2024/25 precept, to consider whether:
 - i.) any contingency should be built into the 2024/25 budget to bring the general reserve closer to 100% of the 2024/25 Net revenue expenditure.
 - ii) any transfer to the Playground Sinking fund ear-marked reserve should be built into the 2024/25 budget.

23054 Year End Procedures:

To RESOLVE to approve the appointment of elkerlodge bookkeeping as the Council’s internal auditor for 2023/24 year end at a cost of £210 to be paid upon completion of the Internal Audit.

23055 Date of next Meeting:

To note the date of the next parish council meeting as 1 February 2024 commencing at 7pm.

Signed: Ruth Swales, Clerk to the Council,
clerk@stillingfleetparishcouncil.org

Appendices:

1. Quote from LDCG re spot spraying
2. Occasional Use Permit
3. Media Policy

4. Local Council Award Scheme Application form
5. NJC Salary scales 2023/24
6. Audit plan from January 2024
7. Predicted Year End Budget Monitor
8. Precepting arrangements 2024/25
9. Parish precept Calculator
10. Predicted Reserves